

## Georgia's Pre-K Program 2010-2011 FAQ for IQ Guide for Assessment Work Sampling Online

This document includes information to support programs as they implement Georgia's Pre-K Child Assessment. Use of a common language and definitions ensures that teachers understand the intent and use of all artifacts.

<b>Where can I find the Work Sampling Online User's guide?</b>
If you click on the Support tab, then choose the User's Guide link to download the guide. This guide is very helpful in reviewing appropriate implementation.
<b>What reports do I need to print and when should they be printed?</b>
<p>Print either the Class Ratings Report or the Class Profile every six weeks and keep in your teacher's file.</p> <p>At the end of Period 1 (fall) and Period 2 (spring), print each child's completed checklist.</p> <p>Print two copies of the completed Narrative Summary at the end of Period 1 and Period 2 – one for the parents and the other for your records.</p> <p>The completed checklist and the signed copy of the Narrative Summary can be filed either in the teacher's file or in each child's portfolio.</p>
<b>Do I have to upload my photos?</b>
<b>Yes</b> , the new platform makes it much easier to upload photos. A brief description is still required. Photos will then be classified in the same way as an observational note.
<b>Do I need to collect different work samples for each child?</b>
<b>Yes</b> , work samples reflect the individual growth and development of each child. You may include work samples from small group since the activities/skills are targeted for specific children's needs.
<b>How do I use the "?" located on the developmental checklist?</b>
The "?" will show you what data has been entered online to support your ratings for that indicator. Be sure to look at the "?" to see if you have entered any supporting documentation before marking an indicator. Remember an indicator may not be rated unless documentation supporting it has been collected and/or entered online.
<b>How do I check to see if my notes and photos classified correctly?</b>
Go to the Edit page of the Developmental Checklist. You can open the WSS Guidelines by clicking on the plus sign. You can also drag and drop observation notes to the comment section.
<b>What are and where do I find the Class Rating and Class Profile reports?</b>
<p>You find the class ratings and class profiles under the section "<b>Group Reports</b>."</p> <p>These reports reflect the ratings marked on the developmental checklist and must be printed every <b>six weeks</b>. You, as a teacher, must decide which report to print and which report <u>will best help plan instruction for your class, small group and individual students</u>. <b>This is the purpose of the class</b></p>

ratings and class profiles.
<b>What is and where do I find the completed checklist?</b>
When you finalize the checklist at the end of the fall and spring semesters under the section <b>“Guidelines and Checklists”</b> , this becomes the completed checklist. To print the completed checklist look under <b>“Teacher File”</b> section for the completed checklist. This version is shorter and requires less paper to print.
<b>If a student leaves my classroom, how do I delete the student from my class roll ?</b>
You do not delete the student from your roll. Instead, you must contact Jeannie Lippy at <a href="mailto:prekassessment@dec.al.ga.gov">prekassessment@dec.al.ga.gov</a> to notify her about the student’s departure. The student’s records will be archived. If the student enrolls at another pre-k site which uses WSO, that data will be transferred.
<b>If a new student enters my classroom, how do I enter that student to my class roll?</b>
Before entering a new student, contact Jeannie Lippy at <a href="mailto:prekassessment@dec.al.ga.gov">prekassessment@dec.al.ga.gov</a> to see if that student was enrolled at another WSO site. His/her data can and will be transferred to your class; therefore, you will have data to continue assessing and planning for the individual child.  If the student was not at a WSO site, you will be asked to enter the student the same way you entered your students at the beginning of the year. Go to the <b>“Your Accounts”</b> section and enter the student information.
<b>What and where are the reproducible masters?</b>
Look under the <b>“The Planning and Documentation”</b> section to locate them. Masters can be customized for the students in your class. These forms may assist you in collecting notes to ensure you have sufficient data for each child. These forms are not required but provide you with another tool.
<b>Which form do I use for the summary report?</b>
Use the <b>narrative</b> summary report. First create a “class template” which includes comments generic to the class. Then individualized the narrative report by adding comments that relate specifically to the child. Remember every domain must have a comment.
<b>How do I know whether to contact Pearson's Technical Support or whether to contact <a href="mailto:PreKAssessment@dec.al.ga.gov">PreKAssessment@dec.al.ga.gov</a> for help?</b>
You should contact <a href="mailto:PreKAssessment@dec.al.ga.gov">PreKAssessment@dec.al.ga.gov</a> for help if you are unable to login, when you have students leave your class, when you have new students enroll during the year, when you have general questions about the GA Pre-K Assessment process, or if a teacher moves/leaves the class. You should contact Pearson directly (via the link under the 'Support' menu) for any computer issues, internet issues, if you experience problems in uploading photos, or have general navigation questions about WSO menus.